

### NONAPPROPRIATED FUND LEAVE PROGRAMS

	<b>A. Voluntary Leave Transfer Program (VLTP)</b>	<b>B. Family and Medical Leave Act (FMLA)</b>	<b>C. Expanded Sick Leave to Care for a Family member with a Serious Health Condition</b>	<b>D. Sick Leave for General Care of a Family Member and Bereavement (FFLA)</b>
<b>Brief Description of Program</b>	Allows eligible employees who have a personal or family medical emergency and who have exhausted their own available paid leave to receive donations of annual leave from other Army NAF employees.	Entitles eligible employees to use a total of 12 administrative workweeks of unpaid leave during any 12-month period for specified family and medical needs with guaranteed return to same or equivalent position. Employees may substitute accrued or accumulated annual or sick leave, advanced annual or sick leave, or donated leave for unpaid leave. For <b>family</b> medical emergencies employees may substitute only the amount of sick leave as described in Columns C and D.	Entitles full-time employees to use up to a maximum of 12 administrative work weeks (480 hours) of sick leave per year to care for a family member with a <b>serious health condition</b> . The amount of leave for part-time employees and those with uncommon tours of duty is prorated.	Entitles a full-time employee to use up to 13 days (104 hours) of sick leave per leave year for family care or bereavement. The amount of leave for part-time employees and those with uncommon tours of duty is prorated.
<b>Coverage</b>	Regular full-and part-time Army NAF employees.	All permanent (regular) employees and temporary employees (who are on appointments of more than one year) and have completed at least 12 months of service. Does not apply to those on intermittent (or flexible) employment without a regularly scheduled tour of duty.	Regular full and part-time Army NAF employees	Regular full and part-time Army NAF employees.

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<b>Family Member Definition</b>	(1) Employee's spouse and spouse's parents; (2) children, including adopted children, and children's' spouses; (3) parents; (4) brothers and sisters, and their spouses; and (5) any individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.	(1) Spouse; (2) sons or daughters (includes adopted and foster children); and (3) parents of employee.	(1) Employee's spouse and spouse's parents; (2) children, including adopted children, and children's' spouses; (3) parents; (4) brothers and sisters, and their spouses; and (5) any individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.	(1) Employee's spouse and spouse's parents; (2) children, including adopted children, and children's' spouses; (3) parents; (4) brothers and sisters, and their spouses; and (5) any individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
<b>Circumstances Covered</b>	<p>Medical emergency means a medical condition of an employee or a family member of such employee that is likely to require an employee's absence from duty for a prolonged period of time (at least two work weeks) and will result in a substantial loss of income to the employee because of the unavailability of paid leave.</p> <p>For <b>family</b> medical emergencies, employees must use all annual leave, and all sick leave up to the maximum amount as described in columns C and D before using any donated leave.</p>	<p>Birth of a child and care of a newborn, placement of a child with the employee for adoption or foster care, care of a family member with a <b>serious health condition</b>, or, the <b>serious health condition</b> of the employee that makes the employee unable to perform the essential function of his or her position. <b>Serious health condition</b> includes for example: in-patient hospital care, stroke, cancer, surgery, heart attack, terminal illness, etc. Does not include routine medical examinations, bed rest regimens that do not require a health care provider, exercise, etc. Also does not include, unless complications arise: colds, flu, headaches (other than migraines), upset stomachs. For detailed definition, see the "Guide for Serious Health Condition Determination," <b>Appendix A.</b></p>	<p>Provide care for a family member with a <b>serious health condition</b>.</p> <p><b>Serious health condition</b> includes for example: in-patient hospital care, stroke, cancer, surgery, heart attack, terminal illness, etc. Does not include routine medical examinations, bed rest regimens that do not require a health care provider, exercise, etc. Also does not include, unless complications arise: colds, flu, headaches (other than migraines), upset stomachs. For detailed definition, see the "Guide for Serious Health Condition Determination," <b>Appendix A.</b></p>	<p>Provide care for a family member who is incapacitated by a medical or mental condition or attends to a family member receiving medical, dental, or optical examination or treatment. To make arrangements necessitated by the death of a family member or attend the funeral of a family member.</p>

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<b>Entitlements and Limitations</b>	<p>Employees experiencing a medical emergency for self or for family member and (1) have exhausted all of their annual leave and all allowable sick leave, (2) anticipate a loss of income (LWOP) of at least two weeks, and (3) have applied and been approved, are eligible to receive donated annual leave from other Army NAF employees.</p>	<p>Properly invoked FMLA leave entitles employees to 12 administrative workweeks of unpaid leave during any 12-month period. Employees may substitute annual leave (subject to management approval) or sick leave subject to the following limitation.</p> <p>The maximum amount of <b>sick</b> leave that can be used for all <b>family care</b> purposes is 12 weeks per leave year. Sick leave taken to care for a family member with a serious health condition (Column C) or for general family care or bereavement purposes (Column D) must be subtracted from the 12 weeks under FMLA (if sick leave is used rather than unpaid leave).</p> <p>Upon returning from FMLA leave, employees must be returned to their same or equivalent position (same duties, pay, benefits, etc). See <b>Appendix B</b> for effect of leave without pay on benefits.</p>	<p>Employees may use 12 administrative workweeks of sick leave each year to care for a family member with a serious health condition. Sick leave taken under FMLA (Column B) or for general family care or bereavement purposes (Column D) in a leave year must be subtracted from the 12-week entitlement. The maximum amount of <b>sick leave</b> that can be used for all <b>family care</b> purposes is 12 weeks per leave year</p> <p>An employee may use an initial 40 hours of sick leave for family care purposes. To use more than 40 hours, an employee must maintain a sick leave balance of 80 hours at all times. The limit for part-time employees or employees with an uncommon tour of duty will be prorated.</p> <p>Although it is not entitlement, the leave-approving official may at their discretion advance the first 40 hours of sick leave.</p>	<p>Any employee may use up to 40 hours of sick leave per year for general care of a family member or for bereavement purposes.</p> <p>Employees who maintain at least 80 hours of sick leave in their account may use an additional 64 hours (for a total of 104 hours) of sick leave per leave year for these purposes. These limits for part-time employees or employees with an uncommon tour of duty will be prorated. See Column C for limitations on sick leave usage for family care purposes.</p> <p>Although it is not entitlement, the leave-approving official may at their discretion advance the first 40 hours of sick leave.</p>

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<b>Application and Approval Process</b>	Employee or representative must apply in writing. Appropriate medical documentation must include the nature, severity and anticipated duration of the medical emergency. Requests are processed IAW the installation VLTP. Upon termination of the medical emergency, employees are responsible for notifying their leave-approving official, as not doing so may result in not earning leave.	Employees must invoke their entitlement to FMLA at least 30 days prior to taking leave. When unforeseeable, he/she must give as much notice as practicable. FMLA leave can not be retroactively invoked. Exception: If the employee or representative can prove that the employee was physically or mentally incapable of invoking entitlement during the entire period the employee was absent from work for a FMLA qualifying purpose. Leave approving officials may require medical certifications for serious health conditions. Requested medical documentation for a serious health condition must be submitted no later than 15 calendar days after the date requested by the leave approving official. One 15-day extension may be granted for circumstances beyond the employee's control. Employees must submit FMLA leave requests to their leave approving officials. Leave approving officials may not place an employee on FMLA status unless the employee invokes FMLA.	Employees may request sick leave under the circumstances described above. The leave-approving official must grant sick leave up to the limits in the Entitlements section of this column. The leave-approving official may require medical certification.	Employees may request sick leave under the circumstances described above. The leave-approving official must grant sick leave up to the limits in the Entitlements section of this column. Leave approving officials may require medical certification.

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<b>Leave-Approving Official and Timekeeper Responsibilities</b>	Once an employee has been granted approval to become a leave recipient, their timekeeper is responsible for charging the recipient's appropriate leave account for any absences caused by the situation that qualified the employee for the VLTP. If the qualifying situation involves the care of a family member under C or D, the timekeeper and Leave Approving Official are responsible to ensure that the limitations for sick leave use under C or D are not exceeded.	Employee: After invoking FMLA employee selects annual leave or sick leave as appropriate or may elect LWOP. Timekeeper is responsible for charging the appropriate account. The timekeeper and Leave Approving Official are responsible for maintaining balance.	Timekeeper is responsible for charging the appropriate account. Timekeepers and Leave approving officials are responsible for ensuring that employees do not exceed the 12-administrative work week limitation per leave year.	Timekeeper is responsible for charging the appropriate account. Timekeepers and Leave approving officials are responsible for ensuring that employees do not exceed the limitation required for use per leave year.